

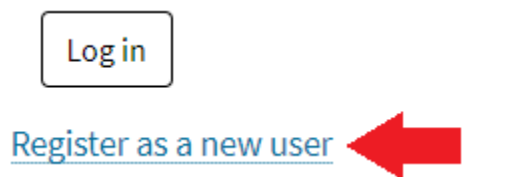
Welcome to the California Energy Commission Application Portal

<https://appportal.energy.ca.gov>

To use the Application Portal, please follow these instructions:

1. Register an Account

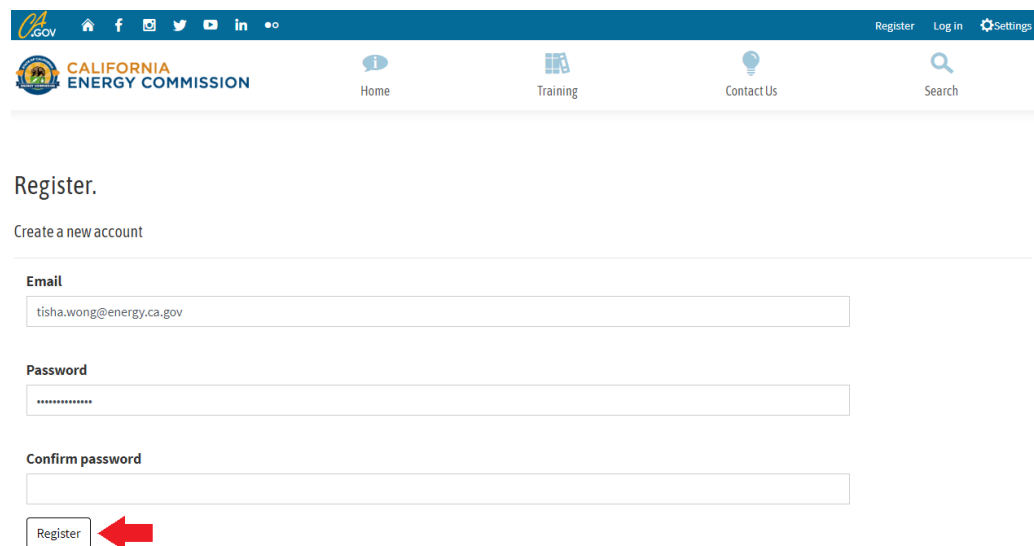
- If you do not already have an account, please click the [Register as a new user](#) link below the “Log in” button.



If you already have an account, please go to the “Log In” section.

- Type in your energy commission email in the “Email” text box (Only energy commission email is allowed)
- Type in a password in the “Password” text box
- Confirm the password by typing it again in the “Confirm password” text box

Click the Register button

A screenshot of the California Energy Commission Application Portal registration form. The form includes fields for 'Email' (containing 'tisha.wong@energy.ca.gov'), 'Password' (masked with dots), and 'Confirm password'. Below these fields is a 'Register' button, which is highlighted with a red arrow.

- An email with an activation link will be sent to the email address you provided during registration. This will appear in the “OTHER” tab of your email account in Microsoft Outlook.

Focused **Other**

From	Subject
no-reply@energy.ca.gov Your security code is 178873 <end>	Security Code

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If you have an issue with the verification email, you can have the system resend a verification email by providing the email in the Resend Verification Email text box (Must be the same email address you used during registration).

When you click the activation link (or copy and paste the link into a browser tab and press then “Enter” button), your account will be activated. You will be taken back to the Login page (please go to section 2 “Log In” to continue)

2. Log In

- Type your email address in the “Email” text box (the same email address you used for registration)
- Type your password in the “Password” text box
- Press the “Log in” button



Log in.

Authorized Personnel Only.

Email

Password

Log in

[Register as a new user](#)

[Forgot your password?](#)

- On the next page (titled “Two-Factor Authentication”), choose “Email Code” in the dropdown list and press the “Submit” button

A screenshot of the Two-Factor Authentication page. The header and navigation bar are identical to the login page. The main content area is titled "Two-Factor Authentication." and includes a "Send verification code" section. Below this is a "Select Two-Factor Authentication Provider:" section with a dropdown menu showing "Email Code" and a "Submit" button. A red arrow points to the "Submit" button.

Two-Factor Authentication.

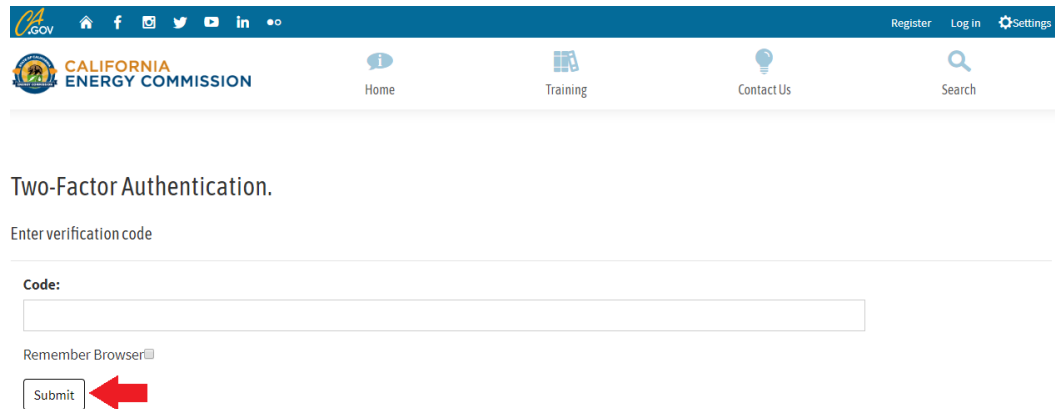
Send verification code

Select Two-Factor Authentication Provider: Email Code Submit

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- e. Check your email for the security code. This can be found on the “Other Tab”, “From” recipient “no-reply@energy.ca.gov” and the subject “Security Code”. *This email may also be in your Junk folder.*
- f. Open the email copy and paste the code into the “Code” text box and press the “Submit” button



The screenshot shows the top navigation bar of the California Energy Commission Application Portal. The bar is blue with the CA.GOV logo on the left and links for Register, Log in, and Settings on the right. Below the bar is a white navigation menu with icons and labels for Home, Training, Contact Us, and Search. The main content area is titled "Two-Factor Authentication." and contains a form for entering a verification code. The form includes a label "Code:" above a text input field, a "Remember Browser" checkbox, and a "Submit" button. A red arrow points to the "Submit" button.

Two-Factor Authentication.

Enter verification code

Code:

Remember Browser ☐

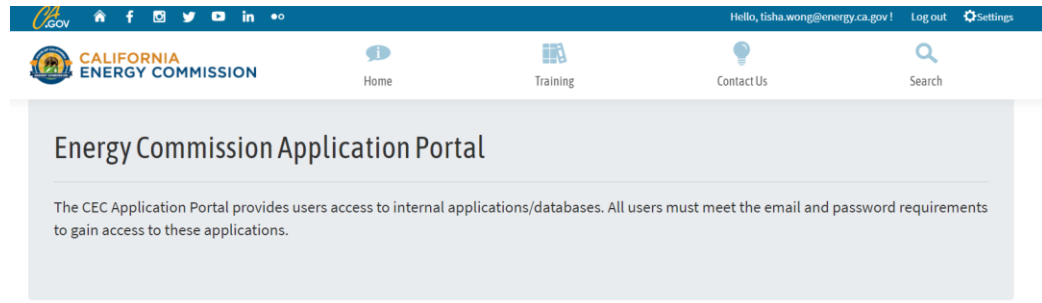
Submit

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3. Navigation

- a. After logging in, You will be taken directly to the Application Portal Homepage



- b. You will see a list of internal applications that are available. If you have access to the respective application, you will be able to use the system as you normally do.

 Contract System CGL grant and contract management system. Limited users, primarily CGL staff.
 Budget System Budgeting system for tracking CEC annual funding allocations and encumbrances against the allocations. Limited users, primarily Budget Office personnel.
 Receipt Tracking Tracking of cash receipts. Limited users, Accounting staff.
 Training Database Training request and records system available to all CEC staff.

***Note:** Internet Explorer or Edge should be used when using the Contracts, Budget and Receipt Tracking systems.